

Employer Posters

The following is a list of bulletin board posters required by Virginia and federal law to be posted for the benefit of employers and employees. Posters may be ordered directly from the agency listed with each poster. Links to all federal and state posters are available on the Virginia Department of Labor and Industry website: www.doli.virginia.gov.

Federal Posters

1. **Equal Employment Opportunity is the Law**

(GPO 1982-0-383-798) [English]
(GPO 1982-0-383-806) [Spanish]

These posters provide general employment information including provisions of the “Americans with Disabilities Act.” All employers of 15 or more employees and all government contractors and subcontractors, regardless of the number of employees, are required by federal law to display this poster. These posters may be ordered from the Equal Employment Opportunity Commission by calling (800) 669-3362.

2. **Notice to All Employees Working on Federal or Federally Financed Construction Projects***

(WH-1321) Davis-Bacon Construction Act poster. All construction contractors and subcontractors working on federally-financed construction must post at the job site a copy of the specifications section of their contract with the federal government setting forth applicable prevailing wages as determined by the Secretary of Labor. This poster is required by federal law.

3. **Notice: Employee Polygraph Protection Act***

Polygraph poster. This poster is required by federal law.

4. **Your Rights Under the Fair Labor Standards Act***

(WH Publ. 1088) This publication covers workers engaged in or producing goods for interstate commerce or employees in certain types of enterprises. This poster is required by federal law.

5. **Your Rights Under the Family Medical Leave Act (FMLA) of 1993***

Employers with at least 50 employees are subject to the provisions of this law. The poster outlines the provisions of the FMLA and its enforcement provisions. This poster is required by federal law.

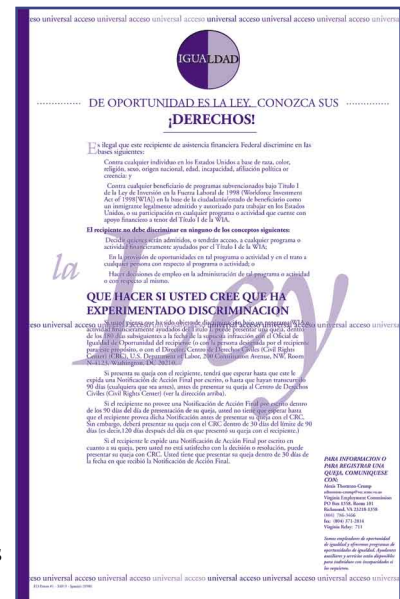
6. **Notice to Employees Working on Government Contracts***

(WH Publ. 1313) This service or public contracts act poster is to be displayed by all employers whose workers are engaged directly in production of materials, supplies, articles, or equipment amounting to more than \$10,000 under a government contract and contracts for services in excess of \$2,500 also apply. This poster is required by federal law.

7. **Notice: Migrant and Seasonal Agricultural Worker Protection Act (MSPA)***

Each farm labor contractor, agricultural employer and agricultural association which is subject to the MSPA and who employs any migrant or seasonal agricultural worker(s) is required to display this poster.

* Federal posters (2-7) may be ordered from U.S. Department of Labor, Wage and Hour Division, 400 North 8th Street, Room 416, Richmond, VA 23240, (804) 771-2995.



State Posters

1. Job Safety and Health Protection

This poster is required for all private and public employers. Employers are subject to a citation and possible fine if this poster is not displayed. This poster is required by Virginia law. Posters in English and Spanish may be ordered from the Virginia Department of Labor and Industry, VOSH Research and Analysis, 13 South 13th Street, Richmond, VA 23219, (804) 786-8011.

Job Safety and Health Protection

THE VIRGINIA OCCUPATIONAL SAFETY AND HEALTH (VOSH) LAW, BY AUTHORITY OF TITLE 40.1 OF THE LABOR LAWS OF VIRGINIA PROVIDES FOR SAFETY AND HEALTH PROTECTION FOR EMPLOYEES. THE PURPOSE OF THE LAW IS TO ASSURE SAFE AND HEALTHY WORKING CONDITIONS THROUGHOUT THE STATE. THE VIRGINIA SAFETY AND HEALTH CODES BOARD PROMULGATES AND ADOPTS JOB SAFETY AND HEALTH STANDARDS, AND EMPLOYERS AND EMPLOYEES ARE REQUIRED TO COMPLY WITH THESE STANDARDS.

Employer

Each employer that employs ten or more employees must establish a written occupational safety and health program, and shall comply with occupational safety and health standards issued under the Law.

Employee

Each employee that complies with all occupational safety and health standards, laws, regulations and orders issued under the Law has the right to stop work and refuse to perform any task that is likely to result in death or serious physical harm. The employee has the right to file a complaint with the VOSH Inspector for the purpose of asking the Inspector to investigate.

Inspector

The Law requires that a representative of the employer and a representative authorized by the employees be present at any inspection by the VOSH Inspector. The Law also requires that the VOSH Inspector inspect with a representative of the employees.

Cases

A labor inspector VOSH before an employer has violated the Law, the employer may appeal the order of the VOSH Inspector. Each case is handled on a case-by-case basis. Each case is handled on a case-by-case basis.

Penalties

The Law provides for penalties against employers who violate the Law. Penalties of up to \$10,000 per violation may be assessed against employers. Penalties of up to \$1,000 per day may be assessed against employers who violate the Law. Penalties of up to \$1,000 per day may be assessed against employers who violate the Law.

Public Sector

Public Sector employers, all departments, agencies, institutions or other public subdivisions of the Commonwealth, are exempt from the provisions of the Law.

VIRGINIA OCCUPATIONAL SAFETY AND HEALTH OFFICES

Central Region
Regional Office
 6000 Centre Drive
 Suite 101
 Fairfax, VA 22030
 (703) 438-0881

Southwest Region
Regional Office
 10000 Lee Road
 Suite 101
 Fairfax, VA 22030
 (703) 438-0881

Albemarle Region
Regional Office
 10000 Lee Road
 Suite 101
 Fairfax, VA 22030
 (703) 438-0881

Shenandoah Region
Regional Office
 10000 Lee Road
 Suite 101
 Fairfax, VA 22030
 (703) 438-0881

Virginia Department of Labor and Industry
 13 South 13th Street
 Richmond, VA 23219
 (804) 786-8011

Minimum Wage information, State Labor Law information, (804) 786-2386.

2. Notice to Workers

(VEC-B-29) This poster advises employees on their eligibility for unemployment insurance benefits and how to apply for those benefits. It must be posted by every employer subject to the unemployment insurance laws. This poster is required by Virginia law. Posters may be ordered from Virginia Employment Commission, PO Box 1358, Richmond, VA 23218, (804) 786-4359.

Commonwealth of Virginia
Virginia Employment Commission

NOTICE TO WORKERS

Every day many unemployed workers tell us that unemployment insurance is due them "because they have paid for it." This is not true in Virginia. There are no deductions from your paycheck for unemployment insurance. Employers' taxes are deposited in a trust fund from which unemployment insurance benefits are paid. Do not assume unemployment insurance with Old-Age and Survivors Insurance to which both you and your employer contribute.

YOU MAY APPLY FOR UNEMPLOYMENT INSURANCE BENEFITS IF:

- You are totally unemployed or
- You are working at reduced wages and hours.

IF YOU ARE TOTALLY UNEMPLOYED OR ON A TEMPORARY LAYOFF:

Take your Social Security card to the nearest Virginia Employment Commission office the first week you are unemployed; register for work, and file a claim for benefits. You can also file your claim for benefits on the Internet at www.VaEmpJob.com.

IF YOU ARE WORKING REDUCED HOURS:

Take your Social Security card to the nearest Virginia Employment Commission office the first week you are unemployed; register for work, and file a claim for PARTIAL benefits.

TO BE ELIGIBLE FOR BENEFITS, THE LAW REQUIRES THAT YOU:

- File a claim with the Virginia Employment Commission.
- Have earned sufficient wages from employers who are subject to the Unemployment Compensation Act of Virginia or any other state within your Base Period.
- Must be unemployed through no fault of your own.
- Must be able and available to work and making an active search for work.
- Continue to report as instructed by the Virginia Employment Commission.

You cannot be paid unemployment benefits until you have filed your claim. To speed payment of benefits, you should file your claim as soon as you become unemployed or your hours are reduced. If you have any questions about your rights and responsibilities under the Virginia Unemployment Compensation Act, visit the nearest office of the Virginia Employment Commission.

THE LAW REQUIRES EMPLOYERS TO POST THIS NOTICE IN A PLACE VISIBLE TO ALL WORKERS.

Locality with an official seal or emblem may require separate installation instructions.

This notice is available in Spanish. Direct requests to:
 Employee Accounts Unit
 P.O. Box 1358
 Richmond, VA 23218

VEC-B-29 (2/04)

(English)

Commonwealth of Virginia
Virginia Employment Commission

AVISO A LOS TRABAJADORES

Cada día muchos trabajadores desempleados nos dicen que el seguro de desempleo es due a ellos "porque ellos han pagado por él." Esto no es así en Virginia, pues no se hacen descuentos de su sueldo para seguro de desempleo. Las impuestos de los empleadores se depositan en un fondo fiduciario de donde se pagan los beneficios de seguro de desempleo. No confundir el seguro de desempleo con el Seguro de sobrevivencia y de la Tercera Edad a los cuales tanto usted como su empleador contribuyen.

USTED PUEDE PRESENTAR UNA SOLICITUD DE BENEFICIOS DE SEGURO DE DESEMPEÑO SI:

- Usted está totalmente desempleado, o
- Usted está trabajando con su sueldo o horas reducidas.

SI USTED ESTÁ TOTALMENTE DESEMPEÑADO O DESPEÑADO TEMPORALMENTE:

Lleve su tarjeta de seguro social a la oficina más cercana de la Virginia Employment Commission [Comisión de Desempleo de Virginia] la primera semana que usted se encuentre desempleado, inscribase para trabajar, y presente una reclamación para recibir beneficios. Usted puede presentar su reclamación para recibir beneficios en el sitio de Internet www.VaEmpJob.com.

SI USTED ESTÁ TRABAJANDO HORAS REDUCIDAS:

Lleve su tarjeta de seguro social a la oficina más cercana de la Comisión de Desempleo de Virginia la primera semana que usted se encuentre desempleado, inscribase para trabajar, y presente una reclamación para recibir beneficios PARCIALES.

PARA SER ELIGIBLE A RECIBIR BENEFICIOS, LA LEY REQUIERE QUE USTED:

- Presente una reclamación en la oficina de la Comisión de Empleo de Virginia.
- Haya ganado salarios suficientes de empleadores que están sujetos a la Ley de Compensación de Desempleo de Virginia o de cualquier otro estado dentro de su período base.
- Esté desempleado por razones que no sean culpa suya.
- Sea capaz y esté dispuesto a trabajar y a buscar trabajo en forma activa.
- Siga informando tal como lo instruye la Comisión de Empleo de Virginia.

A usted no se le puede pagar beneficios de desempleo, a menos que haya presentado su reclamación. Para acelerar el pago de los beneficios, usted debe presentar su reclamación tan pronto como su empleo o sus horas sean reducidas. Si usted tiene cualquier pregunta sobre sus derechos y responsabilidades de acuerdo con la Ley de Compensación de Desempleo de Virginia, visite la oficina más cercana de la Comisión de Empleo de Virginia.

LA LEY REQUIERE QUE LOS EMPLEADORES COLOQUEN ESTE AVISO EN UN LUGAR VISIBLE PARA TODOS LOS TRABAJADORES.

La localidad con un sello oficial o emblema puede requerir instrucciones de instalación separadas.

Este aviso está disponible en Inglés. Directamente a:
 Unidad de Cuentas de Empleados
 P.O. Box 1358
 Richmond, VA 23218

VEC-B-29 (2/04)

(Spanish)

3. Workers' Compensation Notice

(Form VWC1) This poster must be displayed by all employers subject to the Workers' Compensation Act. This poster is required by Virginia law. Posters may be ordered from the Workers' Compensation Commission, 1000 DMV Drive, Richmond, VA 23230, 1-877-664-2566.

WORKERS' COMPENSATION NOTICE

The employees of this business are covered by the Virginia Workers' Compensation Act. In case of injury by accident or notice of an occupational disease:

THE EMPLOYEE SHOULD:

- Immediately give notice to the employer, in writing, of the injury or occupational disease and the date of accident or notice of the occupational disease.
- Promptly give to the employer and to the Virginia Workers' Compensation Commission notice of any claim for compensation for the period of disability beyond the seventh day after the accident. In case of fatal injuries, notice must be given by one or more dependents of the deceased or by a person in their behalf.
- In case of failure to reach an agreement with the employer in regard to compensation under the act, file application with the Commission for a hearing within two years of the date of accidental injury or file communication of the diagnosis of an occupational disease.
- If medical treatment is anticipated for more than two years from the date of the accident and no award has been entered, the employee should file a claim with the Commission within two years from the date of the accident.

NOTE: The employer's report of accident is not the filing of a claim for the employee. The voluntary payment of wages or compensation during disability, or of medical expenses, does not affect the running of the time limitation for filing claims. An award based on a voluntary agreement must be entered or a claim filed within two years; one year in case of death.

THE EMPLOYER SHOULD:

- At the time of the accident, give the employee the names of at least three physicians from which the employer may select the treating physician.
- Report the injury to the Commission through your carrier or directly to the Commission.
- Accurately determine the employee's average weekly wage, including overtime, meals, uniforms, etc.

Questions may be answered by contacting the Commission. A booklet explaining the Workers' Compensation Act is available without cost from:

THE VIRGINIA WORKERS' COMPENSATION COMMISSION
 1000 DMV Drive
 Richmond, VA 23230
 1-877-664-2566
 VWC-B25 (2/04)

Every employer within the operation of the Virginia Workers' Compensation Act MUST POST THIS NOTICE IN A CONSPICUOUS PLACE in place of business.